

Accounts Payable

Enter Invoice

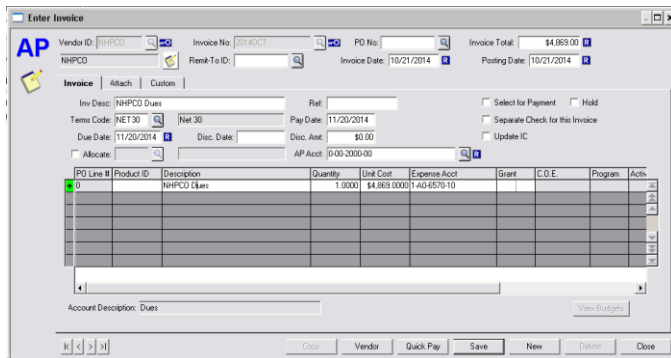
<http://www.multiviewinc.com/cyma-ap-enter-invoice>

PURPOSE

Use CYMA Enter Invoice to input invoice data for purchases and expenses. This simple process prepares the invoice for payment, places the expense in the period you choose and select the proper expense account (or accounts) for the invoice.

When your invoice is complete click on one of the buttons below.

- Use Quick Pay if you need to cut this vendor a check immediately
- Use SAVE if you don't want to post the invoice to Accounts Payable yet (this is part of the internal controls of many hospices). The invoice won't be available to pay or show in AP Aging until posted to AP.
- Use Post if you want to post the invoice to Accounts Payable.



ENTERING AN INVOICE

To enter an invoice go to ENTER-INVOICE in CYMA AP. Begin by selecting the appropriate vendor. If the vendor you need isn't yet in CYMA, go to the Real-View named Maintain Vendors to see how. You can type in the vendor ID or you can use the magnifying glass to select the vendor.

Tab over and type in the invoice number. Tab on over to the Invoice Total field and type in the invoice amount. Tab, tab, tab to get to the Invoice Date field, then the Posting Date field. Use the same date in both fields or you run a risk of your AP Aging not matching the Accounts Payable account in your general ledger. It's less important to match the date printed on the invoice than it is to get your expense in the right period.

Tab on down to Invoice Description. That's not a required field, but it's wise to use it. Whatever you use here will populate below in the line items.

Move down to the darker lines. Click under the word Description. You can change what populates or leave it as is. Tab over and fill Quantity and Unit Cost fields. YO can say Yes or No to the 1099? field, but if it's set up in Maintain Vendors, you won't need to. Most invoices will require just one line, but CYMA allows you to enter as many as you need.